

S E C R E T

DDA 84-0046/37
21 September 1984



MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 21 September 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

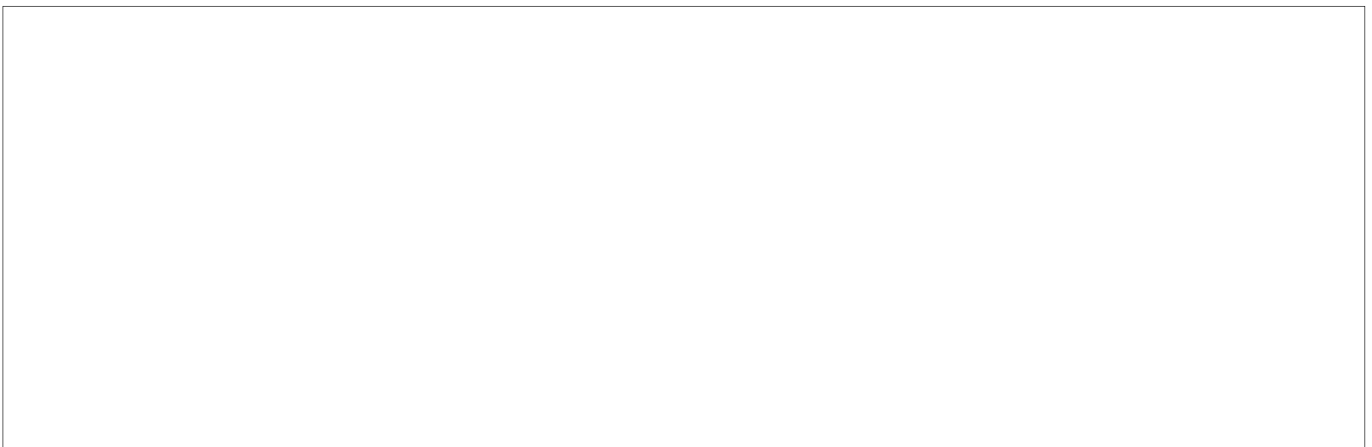
None.

2. Items/events of interest:

a. On 14 September, the Director of Personnel (D/OP) briefed the Executive Committee regarding the Office of Personnel's activity toward developing a supplemental retirement program for Agency employees hired after 31 December 1983. The presentation included an update on Congressional and Administrative activity relative to supplemental retirement and the present retirement system. In conjunction with consultants, OP is preparing a specific retirement plan to present to the Executive Committee.

b. Chief, Retirement Division/OP attended a mark-up session held by the House Subcommittee on Compensation and Employee Benefits regarding H.R. 2300, Civil Service Retirement and Spousal Legislation. If passed, substantial changes would provide new options and benefits to certain former spouses of civil service employees. There are strong indications that some form of this legislation will be passed prior to Congressional adjournment for the elections.

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e. The Headquarters maintenance and operations transition from GSA to contractor gained momentum on 17 September when Allied Maintenance Corporation (Allied) assumed office cleaning and upgrading responsibilities in corridors 2B and 2C, including vaulted areas. These offices are being cleaned under close supervision as a training area for Allied personnel prior to assuming additional take-over responsibilities.

f. On 17 September, the Director of Logistics provided a briefing on the Office of Logistics followed by a tour of the Central Depot for three

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h. The [redacted] Training class began with 22 new Office of Security, Security Officers Recruitment Training (SORT) officers in attendance. The initial segment of the eight-week course, the Security Officers Training Program, offers an orientation to the duties, responsibilities and career paths in the office as well as hands-on training in safety, firearms, CPR, surveillance, and personnel protection.

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j. An Office of Training and Education representative visited a member of the Naval War College (NWC) faculty to discuss NWC participation in the Military Analysis Course (MAC). The NWC will send a team comprised of an aviator, a submariner, and a surface officer to the October/November 1984 running of the MAC. The program will occur prior to the scheduled MAC visit to the U.S. Atlantic Command Headquarters and the 2nd Fleet at Norfolk, Virginia.

k. A two-hour presentation concerning "Women's Safety" and the Safety Staff's overseas safety program was presented to 65 employees and spouses attending the Office of Communications' Overseas Orientation Program [redacted]

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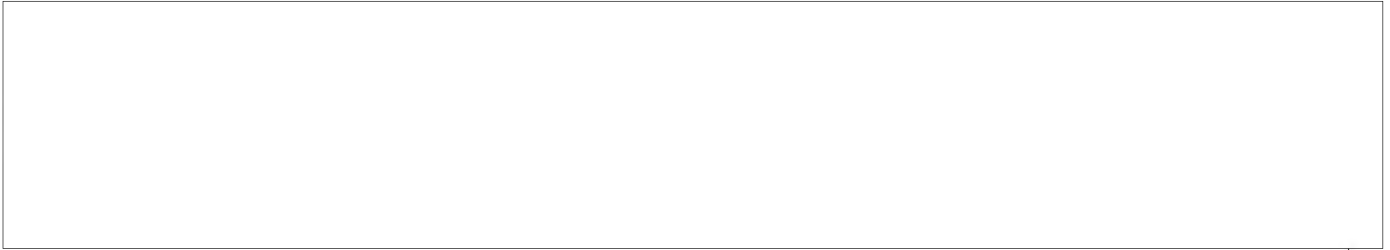
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l. On 13 September, [redacted], Office of Medical Services (POD/OMS), spoke on "Medical Planning for Terrorist Incidents" at the Uniformed Services University of the Health Sciences Operation and Emergency Medicine Course. Additionally, on 17 September, Chief, POD/OMS addressed a group of Turkish officials at the Department of State's Anti-Terrorism Assistance Program.

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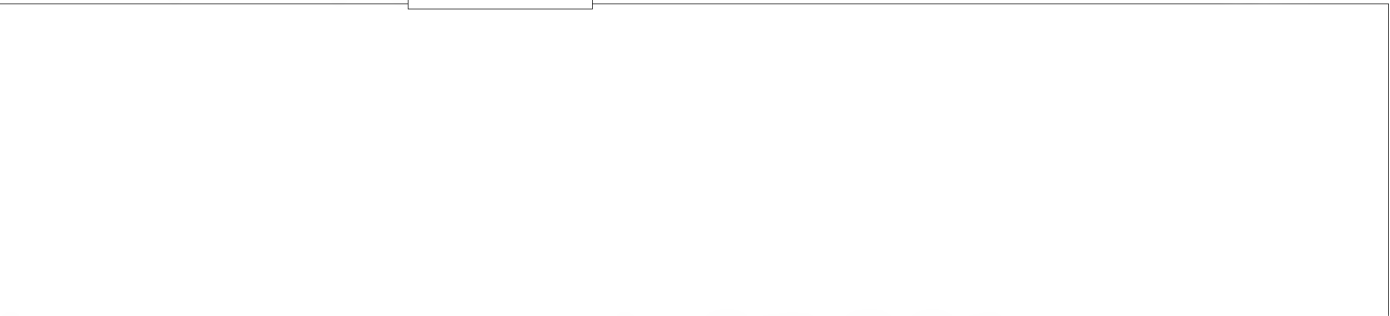
n. The Mariachi group "Los Amigos" performed in the North Cafeteria on Friday, 14 September, in a highly successful conclusion to the Agency's Hispanic Week activities. The group played traditional Hispanic melodies which seemed to have been favorably received by the audience.

3. Significant activities anticipated during the coming week:

a. On Tuesday evening, 25 September, the DDA will address the Office of Personnel Conference 

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